


OFFICE OR STAFF		OFFICE CODE	REQUEST DATE	APPROVAL DATE	CONTROL NO.	Page of Pages	
OFFICE DE COMMO		V	5 Nov. 1952				
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION CODE
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	(Machine Records)
<p>This change authorization is submitted for the purpose of changing a T/O title and transferring NTF symbol (not to be filled) from two positions which Office of Commo desires to activate to two other positions of lesser priority in order to meet current work load and cope with increasing requirements. Reasons follow:</p> <p>(1) <u>Engineering Sec.</u>  <u>Commo. Engineer Requirements Pos.</u>  <del>Transfer</del> NTF symbol from position # 308 Librarian-Tech. to position # 302 Secretary-Secw.</p> <p>(2) <u>Admin. Staff</u>            Change title of position # 35 from Liaison Officer - duty to admin. officer and transfer the NTF symbol from this position to position # 47 Budget Officer</p>							
NEW OFFICE TOTALS			APPROVAL				
			The T/O changes listed above are hereby approved. Please make changes on office form necessary. Retain this authority until new machine printed T/O page(s) is received. <div style="text-align: right;">               Title           </div>				

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Approved For Release 2000/04/14 : CIA-RDP78-03568A000300100010-6

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Attn: [REDACTED] DATE: 5 November 1952  
THRU : Chief, Classification & Wage [REDACTED]  
FROM : Administrative Staff, Communications Office  
SUBJECT: Transfer of NTF Symbol

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1. This will confirm verbal conversation between Messrs. [REDACTED] of 27 August 1952 in which concurrence was granted to transfer the symbol NTF from position #35, Administrative Officer, to position #47, Budget Officer, of the Office of Communications Table of Organization.

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2. This request was originally submitted and approved on 29 August 1952. It is being resubmitted so that proper distribution may be made.

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[REDACTED]  
Chief, Personnel Branch

OC-A/LRM: jc

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11/12/52